



# Focus on Well Tagging Requirements

For Well Operators & Homeowners

Water Resources Program

## For more information:

Online visit:  
[www.ecy.wa.gov/programs/wr/wrhome.html](http://www.ecy.wa.gov/programs/wr/wrhome.html)  
– click on wells

To leave a recorded message, call  
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## Background information

The well identification program creates a standard system to identify all newly constructed or existing wells, so that property owners and various agencies can readily share well data. In addition, Ecology field staff use the well tag to identify your well. Licensed drillers must place a well tag on all new or reconstructed wells. It is also the homeowner's responsibility to place a well tag on every well they own.

Before the well tag program went into effect, it was difficult for the public to collect or maintain records for their wells. There was no easy way of connecting existing records to a particular well. Connecting records to a particular well can be used in a variety of ways.

- When property is bought or sold.
- To collect and maintain data on water quality and water use.
- To collect, store, and maintain data from wells. This information includes geologic data, static water levels, bacterial analysis, and contaminant tracking.

## General instructions relating to well tagging

New well identification tags consist of a stainless steel plate containing a six-character identification number. In most cases, the tag is secured by strapping it to a well casing (six inches or larger) using a radiator clamp or stainless steel strap. The well



This is an example of a well tag banded to the casing with a stainless steel strap.

identification tag should be placed in a readily visible, reasonably permanent location. Whenever possible, do not remove or damage it during service to the well or pump. If the well has no exposed casing, or it is difficult to access, attach the tag to the most permanent feature of the well. This could be a nearby post, the well house, or the concrete pad at the wellhead.

## **Documenting well identification numbers**

Ecology's *Water Well Report* and *Resource Protection Well Report* forms have a space for the well identification tag number. These forms are available at Ecology's regional offices (see sidebar on page one) and are typically filled out by the well driller. The driller submits the appropriate form to Ecology's regional office well drilling coordinator in the area where the well is located. Drillers may also present the well owner with a form letter that explains the well identification tag program, along with their copy of the well report.

Homeowners or drillers tagging existing wells must locate the *Water Well Report* or *Resource Protection Well Report* form for the well(s). When the original well report is located, contact Ecology Headquarters office (see sidebar on page one) to receive a Well Tagging Form. Attach the Well Tagging Form to the original well report and send it back to Ecology.

If no *Water Well Report* or *Resource Protection Well Report* exists for the well, contact the Ecology Headquarters office (see sidebar on page one) to receive a *Well Report for an Existing Well* form. The form provides Ecology with information about the construction of the well and its location.

When decommissioning a well, the driller is required to remove the well identification tag and attach it to the *Decommissioning Well Report* before sending the form to Ecology.

## **Important things to remember**

- Never disturb the integrity of the well seal when attaching the identification well tag.
- Write the well identification tag number on all pertinent forms. For example, homeowners should reference the well identification number on their water quality lab reports.
- Make sure to write the full well identification tag number on all forms.

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